



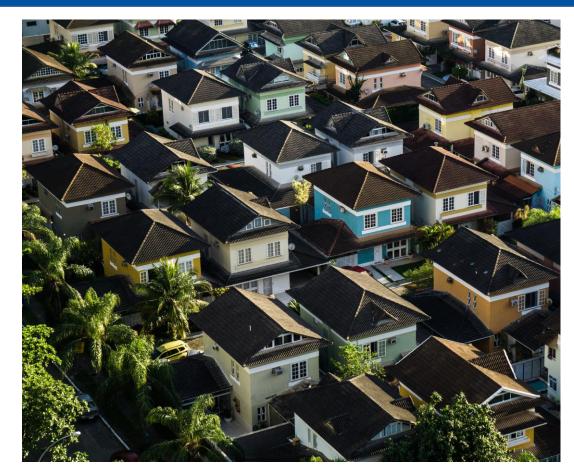
EMERGENCY RENTAL ASSISTANCE FOR CONNECTICUT'S ECONOMY

How to Complete a Successful Application: Landlords

Call Center: 1-844-UniteCT or 1-844-864-8328
UniteCT Resource Centers: check out the list on our website

Summary of Project

- The goal of UniteCT is to help stabilize Connecticut's Rental Housing Market
- This \$235 million program will provide rental and electric utility payment assistance to qualified Connecticut households financially impacted by the COVID-19 pandemic
- The program will financially support households up to 80% of the HUD Area Median Income







Summary of Funding

Tenants

- Tenants can receive up to \$15,000 in rental assistance and \$1,500 in electric utility assistance.
- What does the funding cover?
 - Rental arrears accrued on or after March 13, 2020
 - Three months of prospective rent
 - Can cover up to a 1-month security deposit and three months prospective rent for new lease agreements
- All funding goes directly to the landlord

Landlord expectations

- What's the role of the landlord?
 - Complete an application for every tenant applying to UniteCT. This can be done on the same portal login.
 - Landlord shall not at any time serve any Notice to Quit, initiate or prosecute any summary process action against Tenant for nonpayment of rent accrued prior to the date on which assistance is provided or during any month for which assistance is provided under the Program.
 - Landlords receive the rental assistance directly from UniteCT.

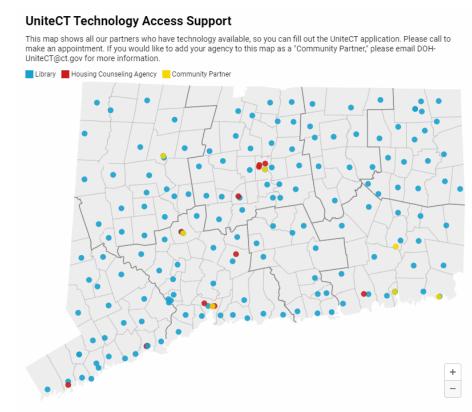






UniteCT is an online application

- The UniteCT application is completely online and accessible by smartphone or computer.
- All documents can be uploaded from a phone or computer.
- What to do if you do not have access to a computer?
 - Use our "Technology Access Support Map" located on our website to find a computer near you (see picture).
 - If you need help scanning your documents, reach out to your closest **UniteCT Resource Centers** (list on our website).
 - These agencies can also be your "Tenant Representative" where they start and complete your application for you.



Find computers in your area you can use to fill out the application

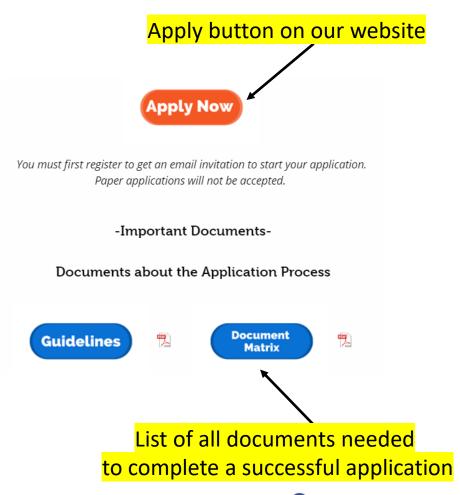




Tenants & Landlords Working Together

Tenants & Landlords must complete their own applications separately for the full application to be submitted

- Either the tenant or landlord can **start** the application
 - Once submitted, an invite link will go to the other party
 - If both parties start at the same time, the system will link applications based on matching email addresses
 - Remember to upload the correct email for your tenant or landlord so the system can match applications correctly
- If only one party submits their application, the case will not be reviewed
- Resources on our website will help to get you started
 - Directions on how to apply
 - List of common mistakes made my tenants filling out the application
 - List of documents needed for the application (under the "Document Matrix" button)
 - Screenshots of both the tenant and landlord portals





Community Partnerships

Additional partnerships

- Statewide Legal Services (SLS)
 - *Phone*: 800-453-3320
- Connecticut Institute for Refugees and Immigrants (CIRI)
 - *Phone*: 203-612-5464
- The Workplace Toll Free Call Center
 - Phone: 844-UniteCT or 1-844-864-8328
- The UniteCT mobile technology bus
 - 10 computers (located 6 ft. apart and sanitized after each use)
 - Handicap accessibility
 - Lavatory



UniteCT Mobile Technology Bus





Community Partnerships

BNT (Building Neighborhoods Together)

- 570 State Street, Bridgeport, CT 06604
- (203) 290-4255

Capital for Change

- 10 Alexander Drive, Wallingford, CT 06492
- (203) 789-8690

Community Renewal Team

- 555 Windsor Street, Hartford, CT 06120
- (860) 560-5177

Mutual Housing Association of Greater Hartford

- 95 Niles Street, Hartford, CT 06105
- (860) 206-5270

Mutual Housing Association of South Central Connecticut

- 235 Grand Avenue, New Haven, CT 06513
- (203) 562-4514

Neighborhood Housing Services of New Britain

- 223 Broad Street, New Britain, CT 06053
- (860) 224-2433 ext121

Neighborhood Housing Services of New Haven

- 333 Sherman Avenue, New Haven, CT 06511 *
 *not accepting walk-ins, by appointment only
- (203) 562-0598

Neighborhood Housing Services of Waterbury

- Grand Street 3rd Floor, Waterbury, CT 06702
- (203) 753-1896

The Workplace

- 1000 Lafayette Blvd -Suite 501, Bridgeport, CT 06604
- (203) 610-8500

Urban League of Greater Hartford

- 140 Woodland Street 4th Floor, Hartford, CT 06105
- (860) 527-0147

Urban League of Southern Connecticut

- 458 Grand Avenue, New Haven CT 06513
- (203) 327-5810
- 137 Henry Street Suite 202, Stamford, CT 06901
- (203) 327-5810

New London Homeless Hospitality Center

- 730 State Pier Rd, New London, CT 06320
- (860) 439-1573

TVCCA

- 401 W. Thames St.- Unit 201, Norwich, CT 06360
- (860) 889-1365

Access Agency

- 231 Broad Street, Danielson, CT 0623
 - (959) 444-0407
- 1315 Main Street, Willimantic, CT 06226
 - (959) 444-0407







Community Partners

Who else can help with applications

- Anyone with a cell phone or computer connected to the internet
- People or places you can go for help:
 - Your landlord
 - Social service providers in the community
 - Family, friends, neighbors
 - Libraries
 - Municipalities
 - Churches
 - Schools









Our Website

Find your Area Median Income

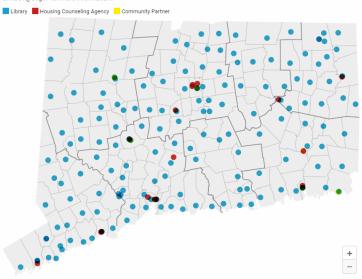
UniteCT 80% HUD Area Median Income levels for your town UniteCT provides \$235 million in rental and utility payment assistance to qualified Connecticut households financially impacted by the COVID-19 pandemic. The program will financially support households up to 80% HUD Area Median Income (AMI) levels for Connecticut towns. Use the map below to learn more about your town's AMI. **Rillingly** The 80% AMI for Killingly is as follows: Household of 1: \$54,995.00 Household of 5: \$52,500.00 Household of 6: \$91,000.00 Household of 6: \$91,000.00 Household of 6: \$91,000.00 Household of 6: \$103,650.00 Household of 6:

UniteCT is for households who earn up to 80% of their town's AMI. Check your AMI using the interactive map on our website.

Find a computer near you

UniteCT Technology Access Support

This map shows all our partners who have technology available, so you can fill out the UniteCT application. Please call to make an appointment. If you would like to add your agency to this map as a "Community Partner," please email DOH-UniteCT@ct. qov for more information.



Call the location before you go to reserve your computer session.

Track the UniteCT Mobile Bus



Check out the calendar to see when the UniteCT Mobile Bus will be visiting your town.

Our Website (continued)

UniteCT Flyers

Marketing & Outreach

Directions on How to Apply 19 UniteCT Introductory Presentation 19 UniteCT Updated Presentation 19 Documentation Checklist Flyer 19 Flyers in Other Languages

Screenshots of Tenant Portal 19 Screenshots of Landlord Portal 19 How to Download Unemployment Documentation 19 Documen

Learn about how to apply, common mistakes on the application, documents you will need before you apply, and so much more!

Frequently Asked Questions

Frequently Asked Questions and Other Information

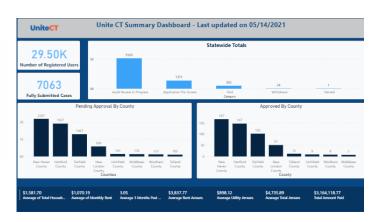






FAQs are updated regularly to reflect common questions about the application. There are tenant and landlord specific FAQs.

UniteCT Data



Each week this dashboard is updated demonstrate how UniteCT is revitalizing CT's economy.

Our Media Presence

Website:

www.UniteCT@ct.gov

Social media:

- All social media handles are @ctdepthousing
- Facebook: www.facebook.com/ctdepthousing
- Instagram: www.Instagram.com/ctdepthousing
- Twitter: www.twitter.com/ctdepthousing

Marketing materials:

- All flyers can be found under the "Marketing & Outreach" section on our website
- Our UniteCT Resource Center partners are spread throughout the state contacting their local municipalities, radio stations, newspapers, nonprofits, churches, court houses, law enforcement, and other communities to spread the word about UniteCT
- All materials translated in English and Spanish
 - Community partners will support other language translations on a case-by-case basis
- DOH is engaging to work with minority newspapers, radio stations, and TV stations





portal.ct.gov/dol





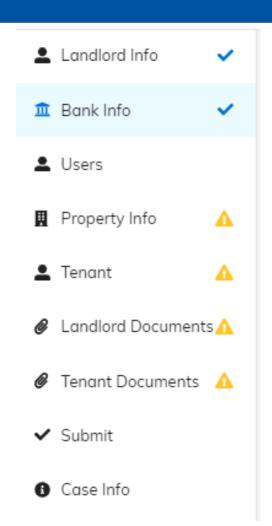
The Application Process: Landlords

Before You Start

- Landlords and tenants must fill out their own application.
 - Once all information is uploaded accurately and successfully, the case will go through a pre-screening process
 - These pre-screeners will send an automated message back to the tenant or landlord in the application is missing information
- If the application is approved, Landlords will receive payments directly
 - In the application you can choose to receive either direct deposit or check
- Landlords will receive 100% of their tenant's past owed rent since March 2020, up to \$10,000
- Landlords will receive 100% of their tenant's next three months of rent
 - For new lease agreements: UniteCT can also cover 1-month security deposit and three months prospective rent

Sections of the Application

- The picture to the right shows the necessary fields of the application
 - A yellow triangle means there is missing information
 - A blue check mark means that section is complete
- During the application, you will be asked to fill out information regarding the following topics:
 - Landlord Info
 - Bank Info
 - Users (optional)
 - Property Info
 - Tenant
 - Landlord Documents
 - Tenant Documents

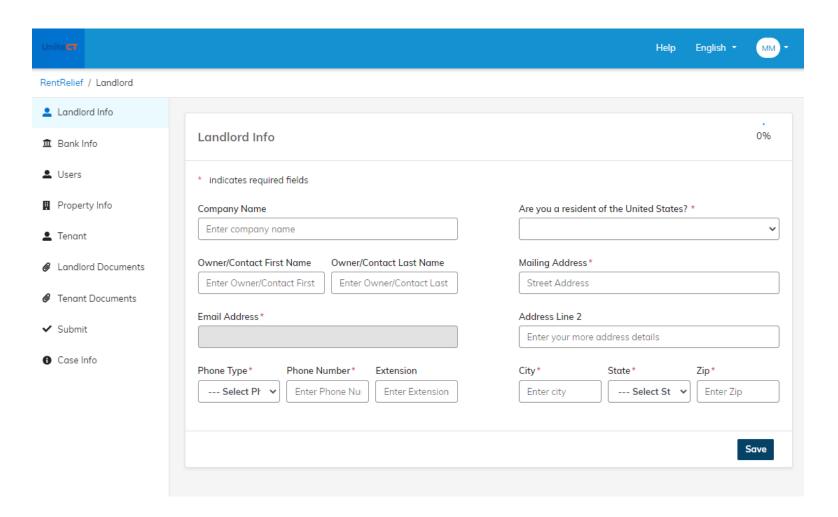






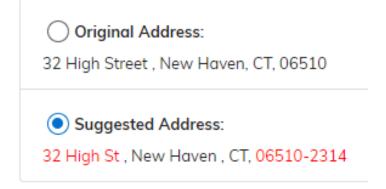
Landlord Info

There are 7 sections you must fill out, starting with "Landlord Info."



Helpful tips: When you enter your address, the system might correct your entry. It will give you a suggested address. If the address matches, click save.

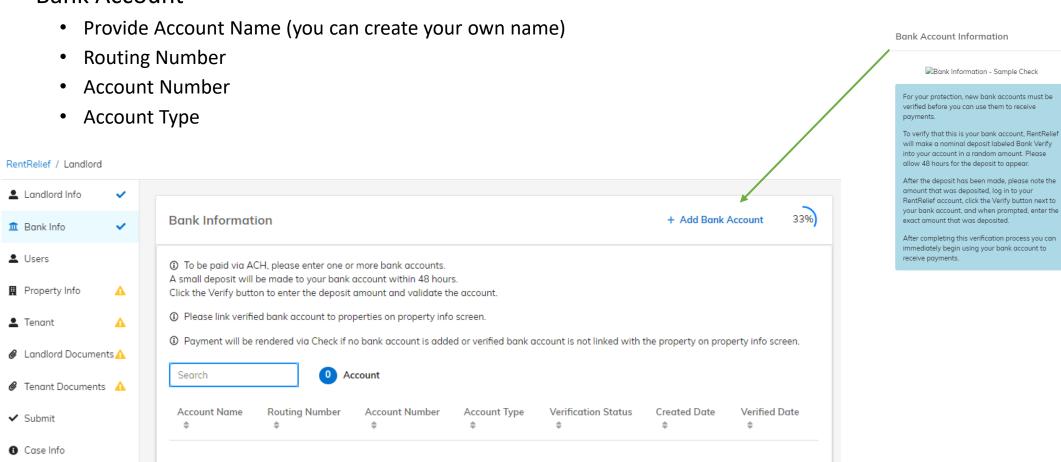
Current Address



Bank Info

< Previous

 You will need to connect your bank account by clicking "Add Bank Account"



×

* indicates required fields

Enter Account Name

Routing Number (9 digits)*

Confirm Routing Number

Enter Account Number

Confirm Account Number

Account Type*

Checking Account

Is Business/Commercial Account?

① Please check, if bank account is used for

business or commercial purposes

Enter 9 digit Routing Number

Account Number (3-17 digits) *

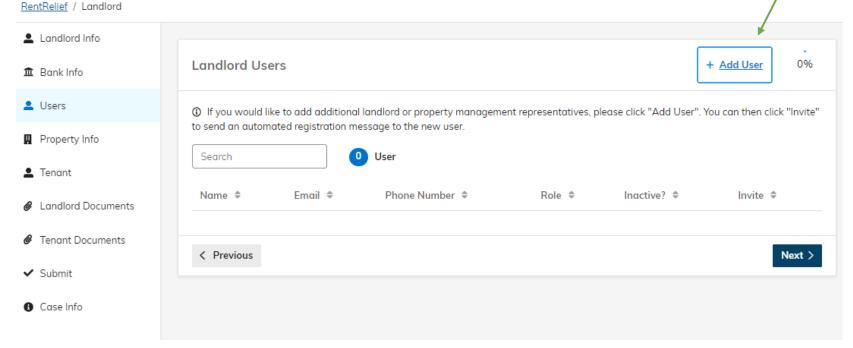
Re-enter Routing Number to Confirm

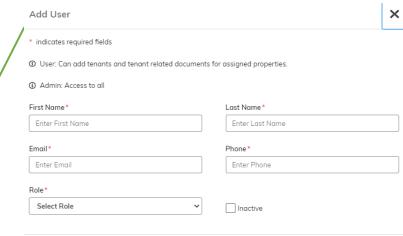
Re-enter account number to confirm

Account Name *

Users

- This information is optional
- The "Users" feature is meant for Property Managers who want to add other landlords to their portal
- If you want to add landlords, click "Add User" and fill out their information
 - This User should create an account with Yardi using the same email you provided
 - Under "Role," adding a **User** means they can add their own properties, and adding an **Admin** means they can edit all other landlord's information





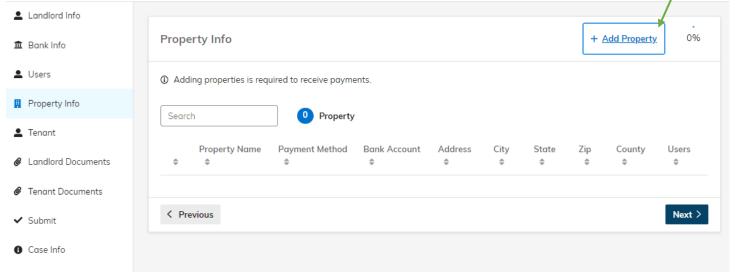
Cancel

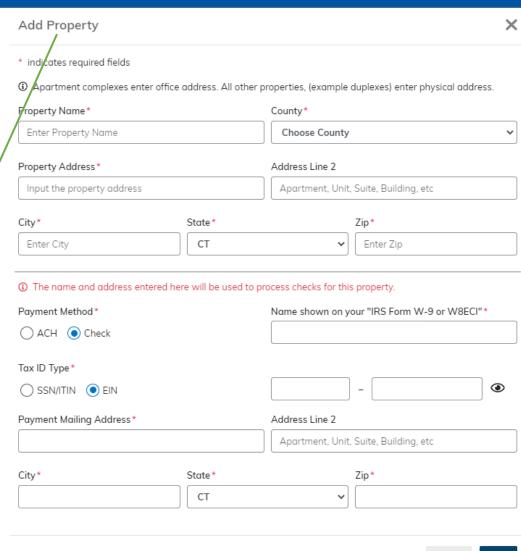
Property Info

- This page is to add all your properties
- Each property is linked to its own
 - Address

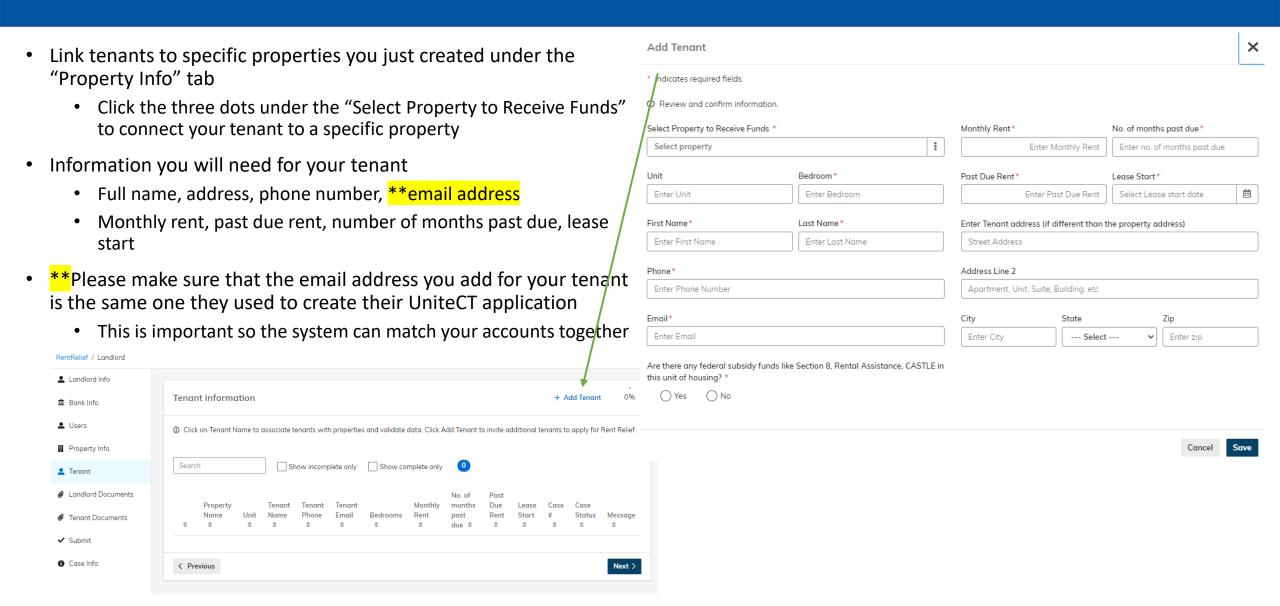
RentRelief / Landlord

- Note: The name and address entered here will be used to process checks for this property
- Payment method
 - If you want to receive direct deposit (ACH), then you must first add the account under the "Bank Info" page before it shows up here
- Tax ID (ex. EIN or landlord's SSN/ITIN)



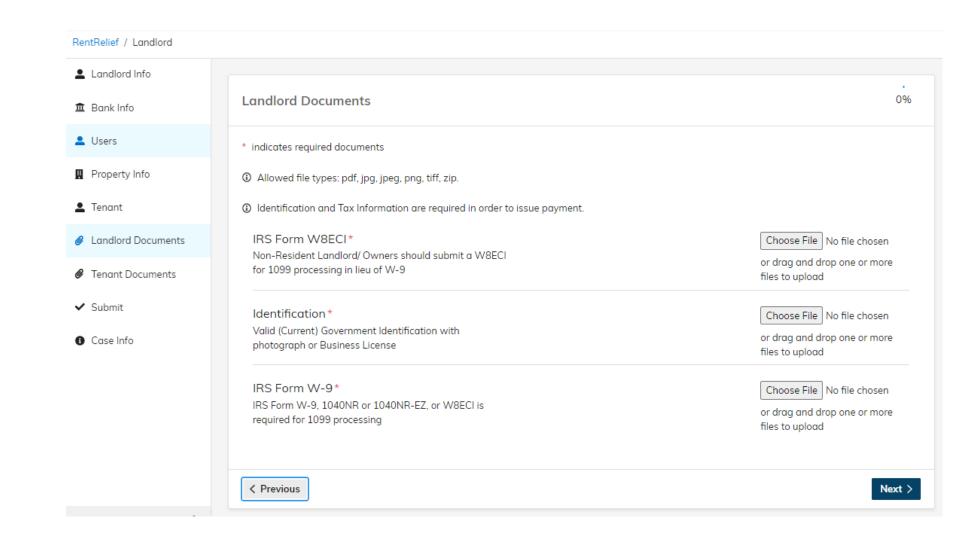


Tenant



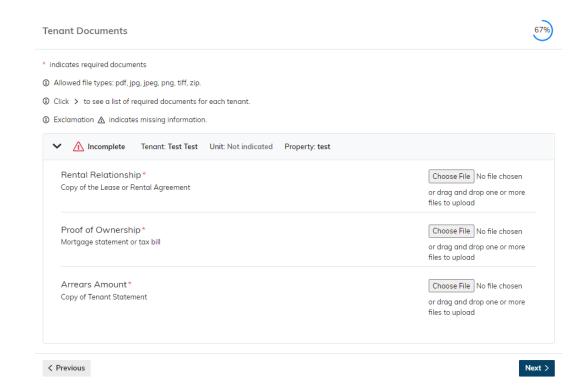
Landlord Documents

- Upload the following:
 - IRS form W8ECI
 - Identification
 - IRS form W-9



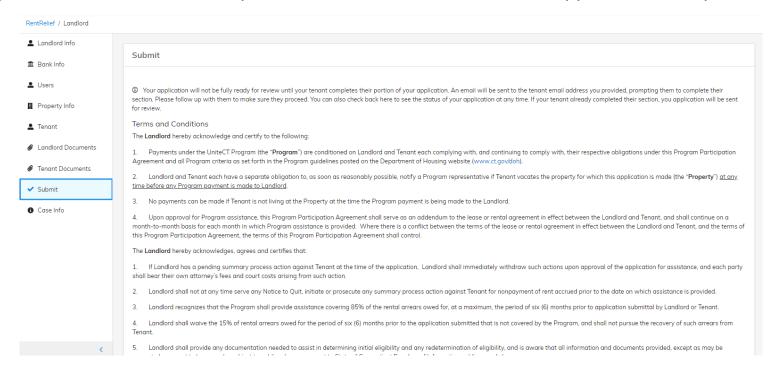
Tenant Documents

- All tenants who you've registered under your "Tenant" tab will show up here
- Click on the tenant's name and the screen will expand to show document uploads
 - You can upload multiple documents to each section
- You will be required to upload the following for each household applying
 - Lease or Rental Agreement
 - If a Lease does not exist, the tenant and landlord can write a Rental Agreement
 - The **Rental Agreement** should include:
 - Terms of rental agreement
 - Monthly rent amount
 - Number of adult occupants
 - · Agreement should be signed by landlord and tenant
 - Proof of Ownership
 - Mortgage Statement or Tax Bill
 - Arrears Amount
 - Copy of the rent roll your tenant also submitted for the application
 - Templates can be found on our website under the "Important Documents" section



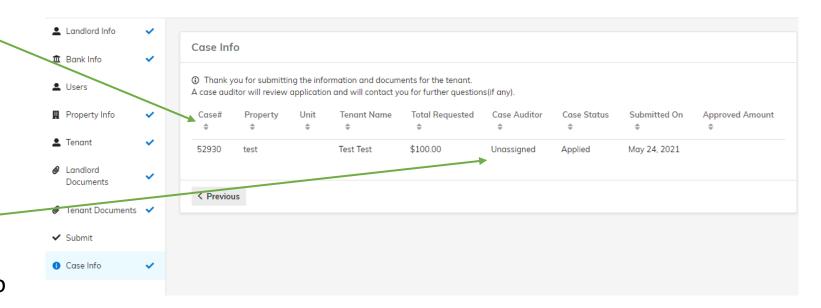
Submit

- Read the Terms and Conditions
- Click the checkbox at the bottom when everything is complete
- If you are missing information, this page will remind you
- You can submit the application for **each** tenant individually
 - If you are applying for more than one tenant, you do not need to have all tenant's applications ready in order to submit the others



Case Info

- Once your application is submitted, you will receive a Case Number.
- Use this "Case Info" screen to see when you have been assigned a Case Auditor
- If your tenant has not completed the application, your file will not move forward and you will not receive a Case Auditor
- Case Auditors will reach out directly to the tenant or landlord if there is any missing information



Resources for Tenants and Landlords

- Website: www.UniteCT@ct.gov (or scan the QR code)
 - What's on our website?
 - Guidelines about the program and eligibility criteria
 - Document Matrix which describes all documents you need to apply
 - Frequently asked questions for both tenants and landlords
 - Landlord trainings
 - List of HCAs who can answer questions related to your application
 - Map to learn about your town's Area Median Income (AMI)
 - Map of technology resources in your community
 - Calendar to follow the UniteCT Mobile Bus
 - Flyers and other marketing materials
 - And so much more!
- One-on-one help: Contact one of our partner Housing Counseling Agencies
 - List of HCAs are on our website
- Call Center: 1-844-UniteCT (1-844-864-8328)
- Email to technical support: DOH-UniteCT@ct.gov







Thank you!